

**Treasury Documentation****Subject:** Reasonable Accommodation, Policy**For:** EMPLOYEE HANDBOOK**Also See:** BT-03042; ET-03013;  
PT-03140

<b>Identification</b>	ET-03081 Policy
<b>Effective Date</b>	10-1-2005
<b>Replaces</b>	ET-03081 (6-1-2000)
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The Department's policy on reasonable accommodation is based on the applicable provisions of:

1. Federal Public Law 93-112, Rehabilitation Act of 1973, and Public Law 93-516, Rehabilitation Act Amendments of 1974.
2. Federal Public Law 101-336, Americans With Disabilities Act (ADA) of 1990.
3. State of Michigan Public Act 220 (Michigan Handicappers Civil Rights Act), Public Acts of 1976, as amended.

These laws prohibit discrimination on the basis of disability and require that employees with disabilities be assured the right of reasonable accommodation which will permit them to perform the essential tasks of their jobs.

It is the policy of the Department of Treasury that reasonable accommodation shall be provided to all qualified state employees with disabilities and other qualified applicants who notify the employer and require accommodation in order to perform their essential job functions, unless such accommodation would cause an undue hardship to the Department.

This policy applies to recruitment, selection, placement, training, promotion, assignment, reassignment and any other personnel actions affecting qualified employees and applicants with disabilities. This policy does not expand or diminish the employer's obligations or the employee's or applicant's rights as currently provided in applicable state and federal law.

**Note:** See Procedure PT-03140 in this Handbook for information on submitting and processing reasonable accommodation requests.

### **Reasonable Accommodation**

"Reasonable Accommodation" is defined as efforts made by the Department to remove barriers which prevent or limit employment or service-related opportunities for eligible persons with disabilities. Accommodations may include but are not limited to the provision of support service such as readers and interpreters, the provision or modification of equipment and supportive devices, modified work schedules or leave policy, and other potential accommodations. However, accommodations which would impose "undue hardship" on the Department's program(s) are not considered reasonable.

**Undue Hardship**

In determining undue hardship, the Department will consider the following factors:

1. The overall size of the Department's program with respect to the budget; number of employees; and number, location, and type of facilities.
2. The type and needs of the Department's operation, including the composition and structure of the Appointing Authority's work force.
3. The nature and cost of the accommodations needed.
4. The impact of the accommodation on the operation of the facility.

**End**